

Capacity Grants – Assist - Organisation Details Cover Sheet

Your Organisation	
Name of Organisation	
Address	
E Mail	
Telephone	
Website/Online	
Scottish Charity Number (if applicable)	
Company Number (if applicable)	
Date of last AGM	
Number of current trustees/committee members	

Contact Person	
Contact Person	
Position	
Contact details if different from above	

Purpose of your organisation	
Please outline your main activities	

1. Your Project

The dates refer to all the activities for which you are requesting funding

Name of Project		
Project Start Date		Project End Date

2. Your Project

Please specify the requirement for the Assist Fund.

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3. Your Project

Please use the space below to tell us about your project and what benefit it will bring to your organisation? Please include the following information. (Max 800 words)

- i. Name the location where the work / activity would take place
- ii. Please indicate the time line for activities of your project, both preparation and delivery
- iii. Please explain the urgency for the item requested?

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Please ensure you have included the following

The most common reason for delay in processing applications is because we have not received all the necessary information please use the following checklist to ensure that you have submitted all the documents that are required for your application

Document Type	Check
Please ensure that all questions are fully answered	
Ensure you have enclosed a copy of your constitution or Memorandum and Articles, if you hold these.	
Please enclose your latest independently audited accounts	
Please enclose a copy of your latest bank statement	
Copies of documentation to evidence the costs for costs relating to your project as outlined in part 4 Funding Breakdown	

Please sign to confirm that you have read and understood the GDPR Privacy Notice	Signature
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